

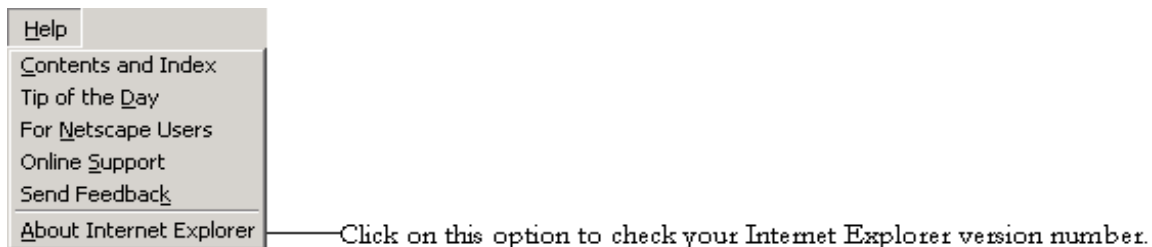
AFSAS Aviation Quick Reference

Introduction

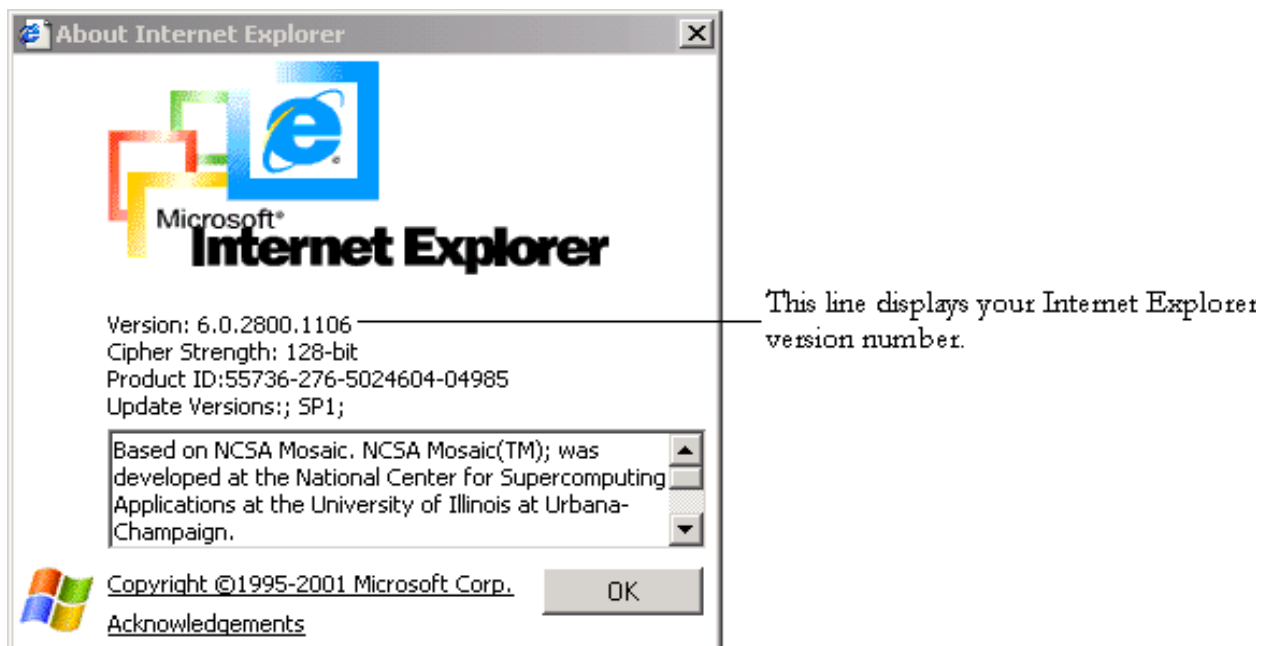
To help you get started with using AFSAS, this guide provides you with information on settings used by AFSAS for Microsoft Internet Explorer and Microsoft Outlook, along with the basic aspects of running AFSAS. For more details on using AFSAS, refer to the AFSAS User's Guide.

Checking your Microsoft Internet Explorer Version (6.0.28 or Higher)

Before running AFSAS, you need to ensure that your MS Internet Explorer meets the AFSAS required version number, 6.0.28 or higher. To do so, select About Internet Explorer from the Help menu in the menu bar of your Internet Explorer window, as shown below.



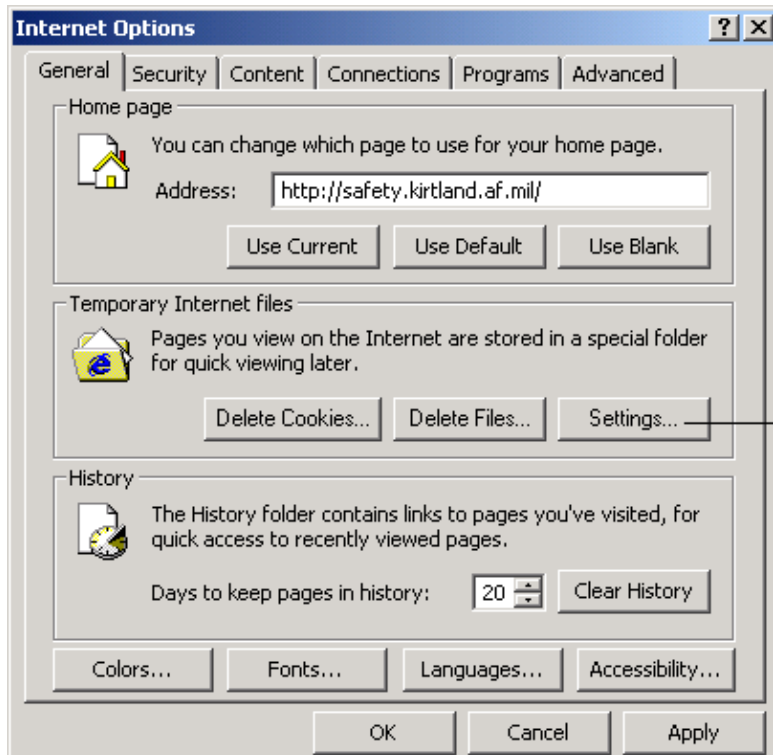
The About Internet Explorer window displays your Internet Explorer version number as shown below.



Setting up your Microsoft Internet Explorer

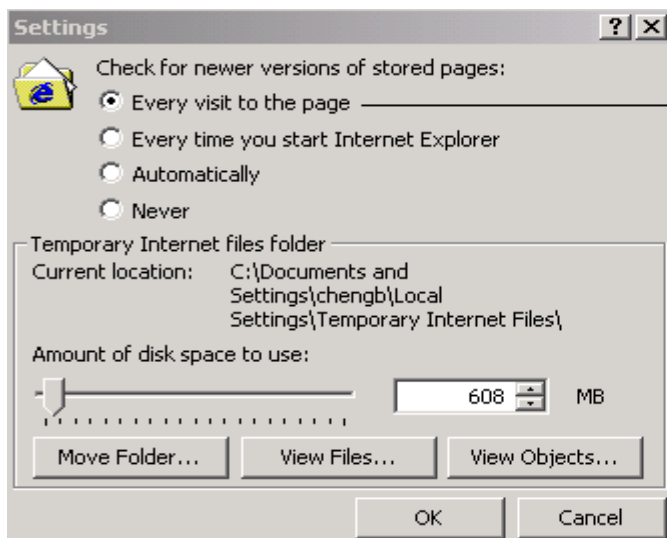
In order to run AFSAS effectively, you need to set your MS Internet Explorer to check for the newest version of stored pages every time you visit a page. To do so, select Internet Options from the Tools menu in the menu bar of your Internet Explorer window. The Internet Options dialog box displays as shown below.

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Click on the Settings button to select the desired Internet settings.

In the Internet Options dialog box, select the Settings button to specify the optimal setting for running AFSAS. Another Settings dialog box displays as shown below. In the Settings dialog box, select the first option Every Visit to the Page and then select the OK button. The Internet Explorer then automatically refreshes the display of a page each time you visit it.



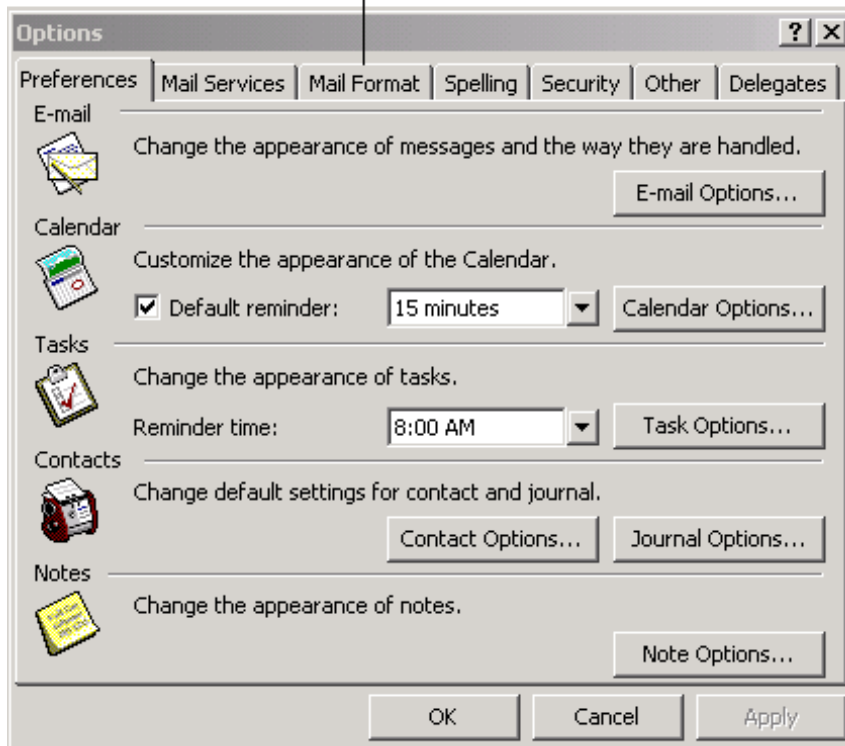
Click on this option to allow Internet Explorer to display newer versions of stored pages for every visit of a page.

Setting up your Microsoft Outlook for Messages

In order to receive AFSAS email messages correctly, you need to disable the Using Microsoft Word to Edit Email Messages feature in your MS Outlook. To do so, select Options from the Tools menu in your main MS Outlook menu bar. The Options dialog box displays as shown below.

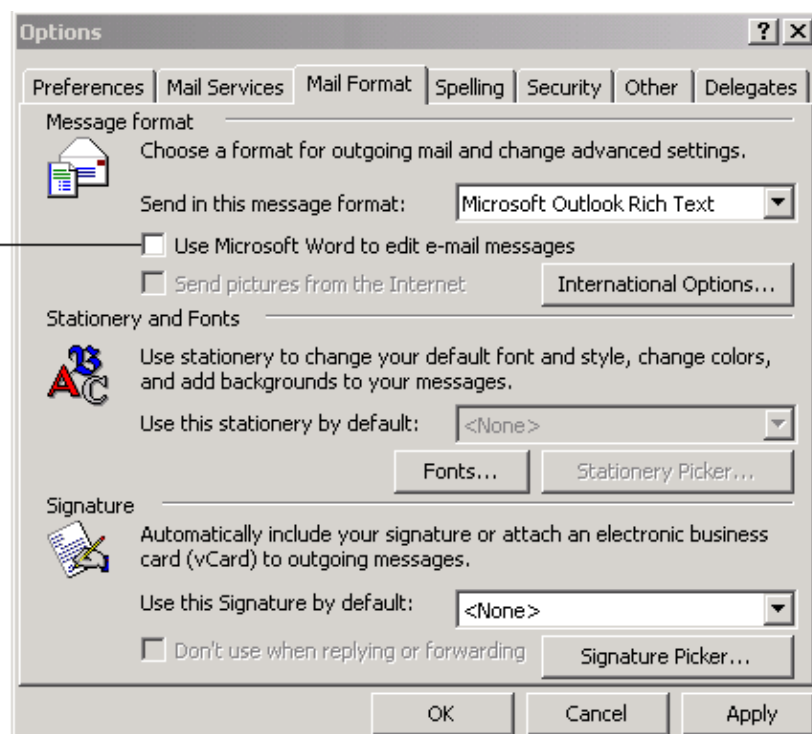
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Click on the Mail Format tab to display the options under it.



In the Options dialog box, select the Mail Format tab at the top. The dialog box displays as shown below. In this dialog box, uncheck the Use Microsoft Word to Edit E-mail Messages option to disable the feature. Then select the Ok button to apply your change.

Uncheck this checkbox to disable the option.



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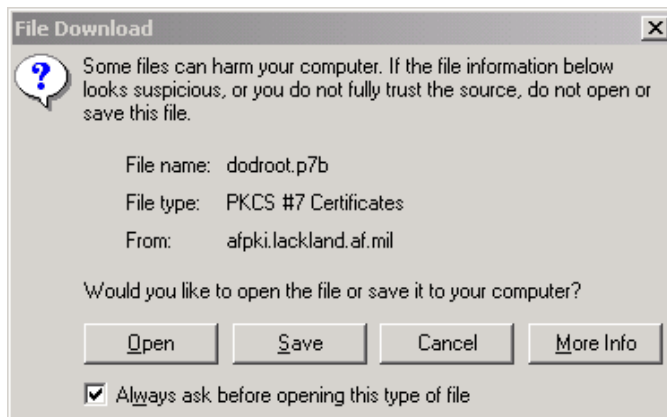
Importing DoD Root Certificate Authority (CA)

In order to avoid getting “Untrusted Signing Authority” error messages while accessing SSL sites, which may totally prevent you from interacting with the applications, you need to import the DoD Root CA into your Internet Explorer. To do so, go to the following two URLs:

- <https://afpki.lackland.af.mil/assets/files/dodroot.p7b> (to import the DoD Class 3 PKI Root Certificate);
- <https://afpki.lackland.af.mil/assets/files/dodrootmed.p7b> (to import the DoD Medium Assurance PKI Root Certificate).

After you access the above listed two URLs, the File Download window displays as shown below. In this window, select the Save button at the bottom to download the file. The Save As window displays for you to specify where to save the file.

Note Failure to trust the DoD PKI Root CA will result in warning messages every time you access a DoD SSL equipped site.



After you save the files to a convenient location, you can start importing the files into your Internet Explorer. To do so, follow the steps below:

1. For WIN 95/98/NT, double click on the file on your desktop; For Windows 2000, right click on the downloaded file and select the Install Certificate option from the popup menu.
2. Follow the steps in the Certificate Import Wizard window displayed (make sure to select Yes on Root Certificate Screen if displayed).

Logging into AFSAS

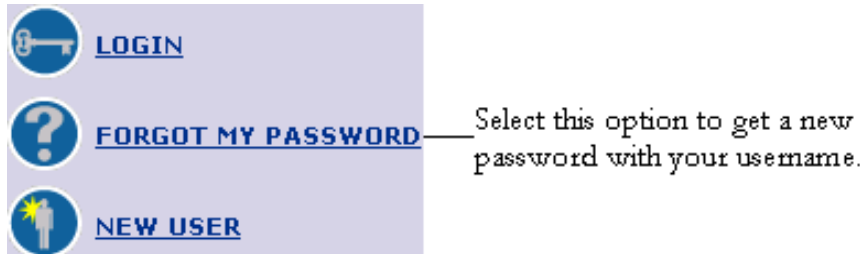
1. Open your Microsoft Internet Explorer.
2. Enter <https://sas.kirtland.af.mil/> as the website address in your Internet Explorer window.
3. Click on the **Production AvSAS** or **Training AvSAS** button.
4. Click on **Login**.
5. Enter your AFSAS username and password.



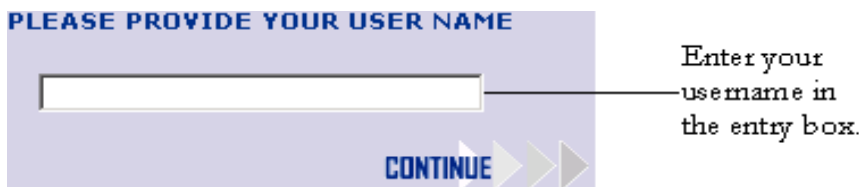
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Getting a New Password if You Forgot it

If you have forgotten your password, AFSAS enables you to obtain a new one via email before you login. To do so, select the Forgot my Password option in the AFSAS startup window as shown below at the Aviation AFSAS URL: https://sas.kirtland.af.mil/pls/login/loginuser.pkg_login.main.



After you select the Forgot my Password option, another window displays as shown below for you to enter your AFSAS username.



After you enter your username in the entry box and select the Continue button, another window displays informing you that AFSAS has sent a temporary password to your email address entered in AFSAS. Then, you can follow these steps to login to AFSAS. Once logged in, you must change the temporary password to your desired one.

1. Copy the temporary password in the email message sent by AFSAS.
2. Login to AFSAS by entering your username and pasting the temporary password.

Note Since AFSAS uses your email address entered in your user account to send the temporary password, you must keep it current in AFSAS. To do so, refer to the User's Guide for more information.

Creating a New Mishap Report

1. Under the AFSAS main menu, click on **Aviation**. A menu bar displays as shown below.



Click on the Create Report menu option to create a new mishap report.

2. Click on **Create Report** under the Aviation menu as shown above. Another window displays as shown below.

3. In the Step 1 window, specify the following data:
 - Select the date on which the mishap occurred in the day-month-year format.
 - Select the mishap class, which determines the next item Investigating Body.
 - Enter the local time when the mishap occurred in military form with no semicolon in-between.
 - Specify the time of day when the mishap occurred.

Date of Mishap:	3	-	OCT	-	2002
Class:	C				
Investigating Body:	SINGLE INVESTIGATOR				
Time of Mishap:	1228	[24HR Local]	<input type="checkbox"/> Unknown		
Mishap Time of day:	DAY				

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4. In the Step 2 window, specify the following data:
 - Select the major discipline identified with the mishap.
 - Select the secondary discipline or subcategory.
 - Specify the command accountable for the mishap by entering it or clicking on the find button to search.
 - Specify the organization owning the mishap by entering it or clicking on the find button to search.
 - Specify the entity with the authority to order the mishap investigation by entering it or clicking on the find button to search. You can also select the checkbox if it is the same as the accountable command.
- Primary Category:** AIRCRAFT

Secondary Category: FLIGHT

Secondary Discipline:

Accountable Command: AIR COMBAT COMMAND

Mishap Owning Organization: HEADQUARTERS AIR COMBAT COMMAND

Convening Authority: AIR COMBAT COMMAND

Same as Accountable? ☒

Latitude: 36 - 28 - 56 - N

Longitude: 028 - 36 - 38 - E

Miles from nearest base: 66

Mishap Event Number: 20030331

Base Reporting Mishap: ALTUS AFB OK

Base Nearest Mishap: ALTUS AFB OK

Country where mishap occurred: UNITED STATES

State where mishap occurred: OKLAHOMA
5. In the Step 3 window, specify the following data:
 - Enter numbers for the degree, minute, and second in the entry boxes and select the direction from the drop-down menu to specify the latitude and longitude of the mishap location if available.
 - Enter the straight line distance from the mishap site to the nearest Air Force base in nautical miles.
 - Enter the mishap event number's base code and report number if available.
 - Specify the base reporting the mishap by entering it or clicking on the find button to search.
 - Specify the base nearest to the mishap site by entering it or clicking on the find button to search. If it is the same as the reporting base, select the checkbox.
 - Select the country where the mishap occurred.
 - If the mishap occurred in the United States, select the state where it occurred.
- Who owns this object?:** AIR FORCE

Tail/Serial number: 88 - 8866

Block:

Owning Base: ALTUS AFB OK

MDS: A010A

Damage?: REPAIRABLE

Call sign:
6. In this window, specify the following data for the involved object (aircraft):
 - Select the entity owning the aircraft.
 - Select the aircraft's mission design series (MDS).
 - Enter the aircraft's serial number if available.
 - Select the damage condition of the aircraft.
 - Specify the base owning the aircraft by entering it or clicking on the find button to search. If the base is the same as the displayed one, leave it as it is.

If necessary, you can select the Enter More Objects button in the Step 4 window to enter more aircrafts involved.

ENTER MORE PERSONS — Click on this button to enter the person involved in the mishap.

7. In the Step 5 window, click on the Enter More Persons button as shown above. Another window displays as shown below for you to enter the person data.

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8. In this window, specify the following data for the involved person:

- Enter the last name in the first entry box and the first name in the second entry box.
- Select the role of the person involved in the mishap if available.
- Enter the social security number (SSN) of the person if available in the entry box.
- Specify whether the person was injured in the mishap.
- Select the class of injury, if known, for the person if he or she was injured in the mishap.
- Specify whether the person attempted an escape if known.
- Specify whether the person was a factor in the mishap.

Name(last, first MI.):	Smith	,	Peter	.
Role During Mishap:	AIRCRAFT COMMANDER NOT OPERATING THE AIRCRAFT			
Social Security Number:	666666888	Was an escape attempted?	YES	
Was this person injured?	YES	Was escape attempt successful?	UNKNOWN	
Class of injury:	LOST WORKDAYS	Was person a factor in mishap?	YES	

9. In the Step 6 window, enter the mishap narrative data in the list box, including data unspecified elsewhere in the report. After you select the Continue button, another window displays as shown below with 3 buttons for you to select what to do next:
- Investigate: Further investigate the mishap and continue collecting the mishap data.
 - Checklist: Validate the already-entered mishap data to meet the requirement.
 - Create New Message: Create a preliminary message for the mishap report.

What would you like to do now?



Click on one of these buttons to make a decision on what to do next.

10. Which button you select determines which window displays and what you do next:
- Investigate: Selecting this button displays the Investigate Mishap window. Refer to the next section “Starting Mishap Investigation” for more information.
 - Checklist: Selecting this button displays the Validate the Report window. Refer to Section “Validating the Report” for more information.
 - Preview Message: Selecting this button displays the window for creating a message. Refer to Section “Creating a Message” for more information.

Starting Mishap Investigation

1. After you select the Investigate button at the end of creating a mishap report, the Investigate Mishap window displays as shown below.

What would you like to do now?

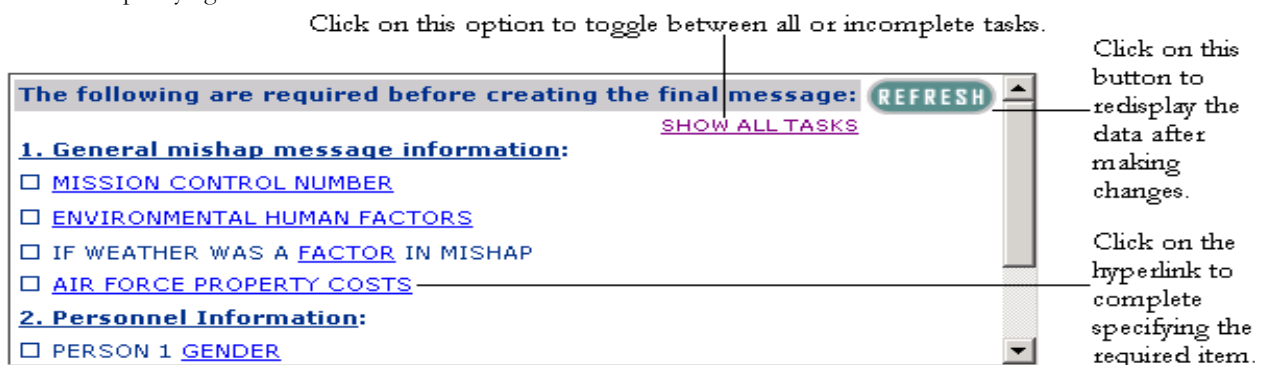
INVESTIGATE MISHAP	INVESTIGATE PERSONS
INVESTIGATE WEATHER	ADD/EDIT NARRATIVE
INVESTIGATE ENVIRONMENTAL FACTORS	CHECKLIST
INVESTIGATE OBJECTS	INVESTIGATE MISHAP COST
MESSAGES	ADD CONCLUSIONS
	ADD INVESTIGATORS

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- In this window, select one of the buttons to indicate what to do next:
 - Investigate Mishap: Start modifying and gathering all the general data of the mishap.
 - Investigate Persons: Start modifying and gathering all the mishap person data in various aspects.
 - Investigate Weather: Start gathering all the weather data of the mishap.
 - Add/Edit Narrative: Enter or modify the narrative data of the mishap.
 - Investigate Environmental Factors: Start collecting the environmental factor data of the mishap.
 - Checklist: Check the progress of your mishap required task accomplishment, further complete the required tasks, and validate the already-entered mishap data to meet the requirement.
 - Investigate Mishap Cost: Start specifying the cost of the mishap.
 - Investigate Objects: Start modifying and gathering all the mishap object (aircraft) data in various aspects.
 - Add Conclusions: Start adding mishap conclusions (findings and recommendations) drawn from a thorough investigation to the report.
 - Messages: Check, view, or create a mishap message.
 - Add Investigators: Review, add, or modify mishap investigators.

Validating a Mishap Report

- After you select the Checklist button at the end of creating a mishap report, the validate report window displays as shown below, listing as hyperlinks all the required items you still need to complete or modify.
- Select the hyperlink of the item you want to complete from the list. Another window displays, enabling you to start specifying the item.

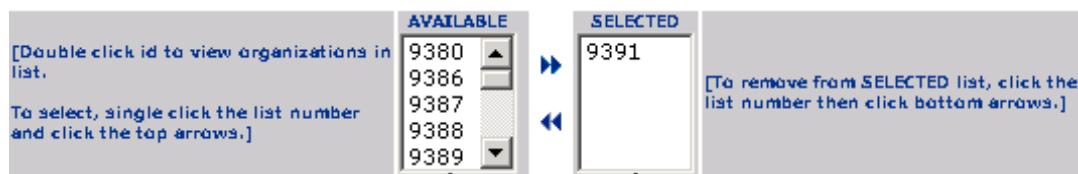


Creating a Mishap Message

- After you select the Preview Message button at the end of creating a mishap report, the message window displays as shown here.

Select PRELIM from the drop-down menu.

Click on this button to create the message.
- Select PRELIM as the message type and then click on the Preview Message button to create a preliminary message. The mishap message displays with buttons at the bottom.
- Select the Save and Continue button to send the message after reviewing it as displayed in the window. Another window displays as shown below for you to specify the group mail list IDs as recipients of the message.
- In this window, specify the AIG IDs to receive the message by moving them between the two boxes using the arrows.

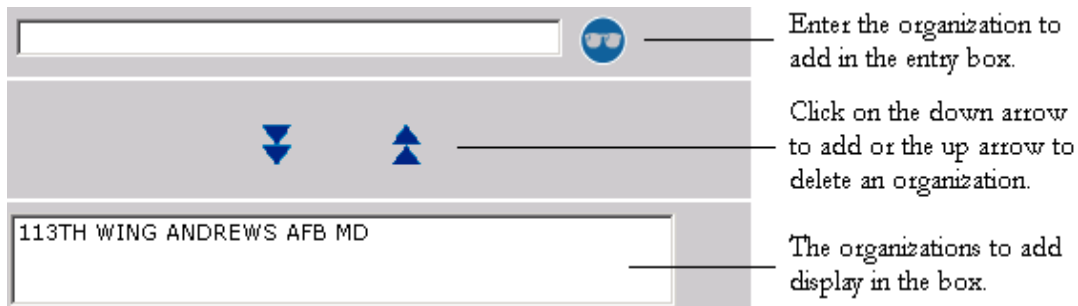


Displays the AIG IDs available.

Displays the AIG ID(s) selected as recipients.

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5. After specifying the group mailing IDs, you can also add individual organizations to the recipient list. To do so, enter the organization name or click on the find button to search. With the organization name displayed in the upper box, click on the down arrow to display it in the lower box, as shown below.



6. After you complete specifying the addressees of the message, another window displays with the entire list of addressees. After you verify that the addressees are correct and complete, select the Send button to release the mishap message to the selected recipients; otherwise, you can either click on the Reject button to reselect the recipient(s) or the Send Later button to send the mishap message later.